

OFFICE HOURS AND USEFUL PHONE NUMBERS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Registry Office	8.30 am 01.30 pm	8.30 am 01.00 pm	CLOSED	8.30 am 01.00 pm	8.30 am 01.00 pm	9.15 am 12.00 am*
				03:00 pm 06:00 pm		
Tax and Excises office	8.30 am 01.00 pm	CLOSED	CLOSED	CLOSED	8.30 am 01.00 pm	CLOSED
				03:00 pm 06:00 pm		

Information desk: 059 534811

Registry Office (to apply for residence): 059534830 - 059534831

City Police: 059 534894

Taxes and Excises Office: 059 534820

HERA (electric power, tap water and natural gas supplier)
toll-free number 800 964455

HERA Office in Vignola 059 7700666

Official Website of the Municipality of Castelnuovo Rangone:

www.comune.castelnuovo-rangone.mo.it

E-mail address:

urp@comune.castelnuovo-rangone.mo.it

COMUNE DI CASTELNUOVO RANGONE
(Provincia di Modena)

**HAVE YOU CHANGED YOUR ADDRESS
(IN THE SAME MUNICIPALITY)?**

Here's what you have to do

***DURING THE CENTRAL SUMMER MONTHS
AND OVER CHRISTMAS AND EASTER HOLIDAYS,
OUR OFFICE WILL BE CLOSED ON SATURDAYS.
YOU CAN CALL DURING THE WEEK FOR MORE
INFORMATION OR CHECK OUR WEBSITE**

Relevant legislation: Legge Anagrafica e DPR 223/89 e D.l 5/2012.
Inclusion in the population registers (taking up residence) starts from the date our offices receive your application.

FUNDAMENTAL REQUIREMENT FOR REGISTRATION: you need to **already live in the house or apartment** in Castelnuevo Rangone.

WARNING: you must put your **name/s on the doorbell**, or else the Local Police will not be able to verify your application.

METHODS OF APPLICATION

- **Come personally** to our offices in via Turati 10/A (if your family moves from a Castelnuevo address to another Castelnuevo address, it is only necessary for one adult member of the family to come to the offices):
- **Send a registered letter** at the same address
- **Send a fax** at the following number: 059/534902
- **Send an e-mail or a certified e-mail:** every family member of full age must sign the request, then you need to scan it and mail it to our offices. A copy of the ID of everyone must be attached to the e-mail. The documents can also be signed digitally.

Here are the addresses you can use

e-mail: demografici@comune.castelnuevo-rangone.mo.it

certified e-mail:

comune.castelnuevo@cert.unione.terredicastelli.mo.it

In order to apply for residence you need to use the form you can find on our website (**www.comune.castelnuevo-rangone.mo.it**), where you can also find the list of documents you need to send along with the application.
(All forms are under **ANAGRAFE - CAMBI DI RESIDENZA**)

If you are living in a newly built house or apartment, make sure the Town Planning and Private Housing Office has already verified the **compliance of the property with local planning and building permits** and assigned it a **street number** (Town Planning and Private Housing Office: 059/534840)

DOCUMENTS YOU WILL NEED

- **Personal ID** of the person/s asking to be registered
- **Italian tax code/social security number** (the blue plastic card) issued by the tax authority (the Italian Revenue Agency: Agenzia delle Entrate).
- **Number and date of issue of everyone's Italian driving license**
- **License plate number** for everyone's vehicles (including cars, motorcycles, trailers, caravans, etc) in order for us to notify the Department of Motor

Vehicles about your new address. **Changing your address on those documents is compulsory** and sanctions are foreseen in case of no compliance.

- **Prove of the availability of your accommodation**

If you own the house, you need to either indicate the **cadastral data** referring to it (foglio-particella-subalterno) or provide a **copy of your purchase deed**.

If you are renting the house, you need to present a copy of the **signed rental contract, duly registered with the tax authority** (Agenzia delle Entrate).

If you are **staying with a friend or a family member without a formal contract**, you need a signed agreement between you and the person you'll be staying with and, if they are on rent, a copy of their rental contract. The owner of the house will be notified of your request.

If you join an already existing family, your request will be notified to them.

DETAILS

- Our offices receive your request and notify the local police officers, who will come to your house to verify you live there.
- Your residence will be registered within two business days. After that you can request an identity card and any certificate you may need (please contact us to know how to apply for those).
- If you do not receive a communication that your application was rejected, within the next 45 days, your application will be considered **automatically accepted** and your residency registered.
- If, on the contrary, the local police establishes your application to be untrue (i.e. you don't actually live where you stated you did) your residence will be rejected and **you will be reported for false declaration under articles 75 and 76 of DPR 445/2000 to the law enforcement. Any benefit you may have gained from your declaration will be withdrawn with retroactive effect.**

ADDITIONAL FORMALITIES TO TAKE CARE OF

Garbage Fee: you will have to fill a form for the Taxes and Excises Office (in via Roma 1, on the second floor - next to the clock tower)

Family Doctor: you will need to complete the registration at an AUSL (Local Health Department) office and choose a General Practitioner (family doctor). You can do so at the AUSL offices located in the cities of Vignola (MO) or Spilamberto (MO).

HERA (or other power/gas supplier): you can self-certify your residence to apply for the reduced rate granted to resident citizens.

Other Services: Our offices will inform public authorities (DMV, Revenue Agency, Social Security Office...) of your new address, but you may need to inform your employer, bank, insurance agency, and any other private institution you have business with.